

## PCA PARENT INFORMATION REGARDING TIMING & TENT DUTY ASSIGNMENTS AT SWIM MEETS

In an effort to promote parity among PCA parents with respect to timing and tent duties at swim meets, the following protocol will be implemented:

A total of 6 parents (3 per session) will be assigned as timers and/or tent duty for a typical swim meet as shown below.

Session 1: 2 timers plus 1 tent duty – transport/setup

Session 2: 2 timers plus 1 tent duty – take down/transport

The assignments may vary depending on the type of meet and number of sessions.

The parent assigned to transport/setup or take down/transport tents shall also serve as a timer, if needed. If it is determined on the day of the meet that two or less PCA timers are required, then the parent assigned to tent duty shall not be required to time and shall serve as a backup or relief timer. Timers shall report to the meet approximately 30 minutes before the start of the meet.

The parent assigned to tent transport/setup duty shall be responsible for picking up the tent at the Coach Ken's house located at 1396 Komo Mai Drive, Pearl City, anytime before the day of the meet (this shall be coordinated with Coach Ken) and shall be responsible to promptly report to the meet before the start of the morning warm up session. The parent assigned to tent take down/transport duty will be responsible for returning the tent to Coach Ken's house at his/her convenience, but well in advance of the next scheduled meet (this shall be coordinated with Coach Ken). Assignments will be made considering a swimmer's entries for a particular meet and session. Therefore, parents will not be assigned to meets or sessions that their child is not participating in.

Assignments will be made based on the number of individual swimmers – not by family. Therefore, parents with multiple PCA swimmers will be assigned to timing and tent duty more often than parents with only one swimmer. Each family will not be asked to provide more than one parent per meet unless they volunteer to do so.

Initially, assignments will be made alphabetically based on swimmers' last names. Subsequent assignments will be made to parents who have served the **least, regardless** of the amount of meets their swimmer has participated in. The second factor in making assignments will be "service date". Parents with the oldest service date will be assigned before parents with the most recent service date.

Time served for timing and tent duty will be credited the same. Assigned parents will be allowed to switch off duties with other parents. For example, some parents may rather time than perform tent duty or vice versa.

If the assigned parent cannot meet their obligation, he/she will be responsible for finding a replacement. If for some reason, a replacement cannot be found, it is important that the PCA Timing and Tent Duty Chairperson be contacted immediately to assist in re-assigning another parent. The replacement will be credited for their duties, and the parent who was originally assigned the duty will not be credited, and will have their duty deferred to a subsequent meet.

## **PCA PARENT INFORMATION REGARDING TIMING & TENT DUTY ASSIGNMENTS AT SWIM MEETS**

A data base of timing and tent duty credits will be maintained by the PCA Timing and Tent Duty Chairperson. Credits will be reset or zeroed out at the end of the swim calendar year which coincides with PCA's fiscal year. Initial assignments for the new timing and tent duty period will be made to the parents with the least amount of credits from the previous period.

New parents will be given a six month grace period during which they will not be assigned to timing or tent duty. At the end of the grace period, however, they will be assigned to timing and tent duty and their assignments will be automatically prorated based on the balance meets remaining within the period.

### **VOLUNTEERING AT SWIM MEETS**

**Volunteers:** Parents who are not assigned but wish to volunteer as timers and/or for tent duty to a particular meet are encouraged to do so by informing the PCA Timing and Tent Duty Chairperson at least a week prior to the meet. **Volunteer parents will be given the same credit for serving at a meet as those who were assigned to serve.**

*Volunteering is encouraged since it will decrease the amount of committee assignments and will relieve the volunteer of a potential future obligation.*

Assignments will be sent by email and posted on the PCA website soon after the meet's entries are sent in (usually the week of the meet or earlier).

Hardship cases will be considered by the PCA Timing and Tent Duty Chairperson and the PCA Board of Directors.

This protocol applies to all meets held on Oahu, excluding the Ken Suenaga Invitational and other meets hosted by PCA. Meets held off island will be handled by participating parents.